



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT AIR RESOURCES SPECIALIST
ASSOCIATE AIR RESOURCES SPECIALIST

Class No. 003852
Class No. 003843

■ CLASSIFICATION PURPOSE

To perform professional level work in air pollution emissions estimations, evaluating air quality management information and industrial development plans; to provide compliance assistance to small businesses; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are allocated to the Air Pollution Control District.

Assistant Air Resources Specialist:

This is the entry-level class in the Air Resources Specialist series. Under direct supervision, Assistant Air Resources Specialists assist in the analysis of air quality information and perform other routine air quality evaluations and projects.

Associate Air Resources Specialist:

This is the journey level class in the Air Resources Specialist series. Under general supervision, Associate Air Resources Specialists perform a wide range of air quality evaluations and projects.

These two classes differ from the Supervising Air Resources Specialist, in that the latter is the highest level in the Air Resources Specialist series, and is responsible for supervising the work of the Air Resources and Strategy Development Section.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Assistant Air Resources Specialist

Essential Functions:

1. Performs routine evaluations of air quality management information and industrial development plans.
2. Maintains and updates air emissions inventory.
3. Collects, compiles, formats, and analyzes routine air quality data.
4. Assists in developing, evaluating, monitoring, and updating air quality maintenance and attainment plans.
5. Prepares correspondence, graphs, charts, training materials, and technical reports.

Associate Air Resources Specialist

Essential Functions:

All the functions listed above and

1. Performs specialized evaluations of air quality management information, data, and industrial development plans.
2. Determines the short and long-term effects of industrial development plans on local and regional air quality information.
3. Evaluates point source and area source emissions data.
4. Collects, compiles, and reviews a wide range of emissions inventory submittals for quality assurance purposes.

5. Monitors routine evaluations performed by Assistant Air Resources Specialists.
6. Reviews industry records and operations to determine compliance with reporting requirements.
7. Monitors, evaluates, and implements federal and state programs that affect air quality.
8. Represents the District at meetings with Board and departmental representatives and acts as liaison with federal, state, and other agencies to exchange information and coordinate programs.
9. Evaluates air quality impacts for specific projects.
10. Performs studies and prepares reports on compliance status, emissions sources, rule effectiveness, cost effectiveness, and other related areas.
11. Assists in developing comprehensive emissions inventory programs.
12. Assists in developing, evaluating, monitoring, and updating air quality maintenance and attainment plans.
13. Assists with the review of emergency episode plans.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Basic air pollution engineering practices.
- Data collection techniques related to air resource management.
- Emission sources, industrial processes and air pollution control equipment.
- Vehicle emissions control measures.
- Meteorological factors that affect air pollution.
- Air resources management and planning principles, techniques, and methods.
- Basic algebra.
- Federal and State laws related to air quality.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Collect, compile, format, analyze, and present data related to air quality, emission inventory and emission factors.
- Monitor and update air quality emission, and other related reports.
- Prepare clear and concise technical and non-technical reports, correspondence and training materials.
- Prepare computer-generated reports, charts, graphs, spreadsheets, documents, and correspondence.
- Communicate effectively orally and in writing.
- Understand and follow written directions and verbal instructions in English.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Associate Air Resources Specialist (in addition to the above):

- Evaluate a wide range of air quality data and industrial development plans and determine short and long-term effects of local and regional air quality.
- Read, understand, and apply Federal, State, and local air quality regulations.
- Develop air quality related programs and determine rule effectiveness for implementing the enforcement of new regulations.
- Interact effectively with officials and representatives from outside agencies.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Assistant Air Resources Specialist:

1. A bachelor's degree from an accredited college or university in engineering, physical science, mathematics, economics, environmental planning, environmental science, life science, or a closely related field, AND, one (1) year of recent, progressively responsible professional level experience performing at least one of the following:
 - a) Collecting and analyzing data related to air quality emission inventory and emission factors;
 - b) Conducting evaluations related to industrial plans, engineering, environmental or physical sciences, or urban planning.
 - c) Enforcing air pollution laws, codes, or regulations.

Associate Air Resources Specialist:

1. A bachelor's degree from an accredited college or university in engineering, physical science, mathematics, economics, environmental planning, environmental science, life science, or a closely related field, AND, two (2) years of recent, progressively responsible professional level experience collecting and analyzing data and conducting evaluations related to industrial plans, engineering, environmental or physical sciences, or urban planning, OR
2. One (1) year of experience as an Assistant Air Resources Specialist or Air Quality Inspector II for San Diego County's Air Pollution Control District.

Note: Experience evaluating air quality management and industrial plans including emission inventory data is highly desirable at both levels.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, twisting of neck, repetitive use of hand, simple grasping and fine manipulation of right and left hands. Occasional: walking, standing, bending of neck and waist, squatting, climbing, kneeling, crawling, twisting of waist, power grasping, pushing, pulling and reaching above/below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office and field environment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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Revised: October 15, 1999
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Revised: June 9, 2004

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Variable Entry: Y
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